**SINGLE DOCUMENT OF REQUIREMENTS FOR NEGOTIATED PROCEDURES UNDER THE COMMUNITY THRESHOLD**

All requested information must be entered by the economic operator, except where expressly indicated

**PART I:**

**INFORMATION ON PROCUREMENT PROCEDURE AND CUSTOMER**

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| --- | --- |
| **Identity of the Customer** | **ITALIAN TRADE AGENCY** |
| Name: | **ITA LAGOS OFFICE** |
| Title or brief description of the contract: |  |
| CIG: |  |

**PART II: INFORMATION ON THE ECONOMIC OPERATOR**

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| --- | --- |
| **A. Identification data of the economic operator** | **Response:** |
| Name: |  |
| National identification number, if required (tax code, VAT number, registration ...): |  |
| Mailing Address: |  |
| Contact person:  Telephone:  PEC or e-mail:  (website) (*where it exists*): |  |

|  |  |
| --- | --- |
| **B. Any representatives of the economic operator:** | **Response:** |
| Full name:  Date and place of birth: | [………] |
| Position / Title to act: | [………] |
| Mailing address: | [………] |
| Telephone: |  |
| E-mail: | [………] |
| If necessary, provide details on representation (form, scope, purpose): | [………] |

**PART III: REASONS FOR EXCLUSION**

**A: Reasons for exclusion related to criminal convictions**

Excluded from participation in the selection are those who have been convicted, with a final criminal sentence, in Italy or in the country where the contract takes place, for one or more of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offenses or crimes related to terrorist activities; (5) money laundering or terrorist financing; (6) child labour and other forms of trafficking in human beings; (7) any other crime that results in the inability to negotiate with the public administration. The situations relevant to exclusion are those provided for by Italian law, as well as:

- in the Member States of the European Union, the situations indicated in the internal regulations that have transposed Article 57 of Directive 2014/24 / EU;

- in non-EU countries, equivalent situations provided for by local criminal law.

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| **A. Reasons related to criminal convictions** | **Response:** |
| 1) The economic operator or a member of its management or supervisory bodies or anyone with economic, representation, decision or control powers has been convicted for one of the above reasons with a final ruling no more than five years ago or following which an exclusion period established in the sentence is still applicable? | [] Yes [ ] No |
| 2) If so, indicate (repeating for the necessary times):  a) the date of the sentence, which points between those reported from 1 to 7 and the grounds for conviction;  b) identification data of convicted persons;  c) duration of the exclusion period established by the sentence of conviction. | a) Date: [………], Duration of the sentence: [………] Reasons: [………]  b) [………]  c) duration of the exclusion period [………] |
| 3) In the event of convictions, what measures has the economic operator taken to prove its reliability (*self-cleaning*)? | [*Indicate measures taken*] |

**B: Reasons for exclusion related to the payment of taxes or social security contributions**

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| **B. Payment of taxes, fees or contributions** | **Response:** |
| 1) Has the economic operator met all the obligations relating to the payment of taxes, social security contributions or taxes, in the country where it is established, in Italy and in the country where the contract is being carried out? | [] Yes [ ] No |
| 2) If not, indicate:  a) the state where the default occurred;  b) the amount;  c) how non-compliance has been established;  d) measures taken to remedy them; | a) [………]  b) [………]  c) [………]  d) [………] |

**C: Reasons for exclusion related to insolvency, conflict of interests or professional offenses**

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| --- | --- |
| **C. Information on any insolvency situations, conflict of professional interests or offenses** | **Response:** |
| 1) The economic operator has violated, to the best of his knowledge, obligations on health and safety at work, environmental, social and labor law? | [] Yes [] No |
| 2) The economic operator is in one of the following situations or is subject to a procedure for ascertaining one of the following situations:  a) bankruptcy, insolvency proceedings, liquidation, prior arrangement with creditors, receivership or other similar situation?  b) has ceased its activities? | a) [] Yes [] No  b) [] Yes [] No |
| 3) Has the economic operator been guilty of serious professional malpractice? | [] Yes [] No |
| 4) Has the economic operator signed agreements with other economic operators to distort competition? | [] Yes [] No |
| 5) Is the economic operator aware of any conflict of interest related to his participation in the procurement procedure? | [] Yes [] No |
| 6) Did the economic operator or a related company provide advice to the client or have otherwise participated in the preparation of the award procedure? | [] Yes [] No |
| 7) Has the economic operator already experienced the early termination of a previous public tender or has he already been ordered to pay damages or other penalties in relation to a previous public tender? | [] Yes [] No |
| 8) The economic operator:   1. has he been seriously guilty of misrepresentation in supplying the information required to verify the absence of grounds for exclusion or compliance with the selection criteria? 2. has concealed this information? 3. was able to transmit without delay the additional documents requested by a Client? 4. has attempted to unduly influence a client’s decision making process, have not attempted to obtain confidential information that may give it undue advantages in the procurement procedure, not provide misleading information that may have significant influence on the decisions concerning the contract? | a) [] Yes [] No  b) [] Yes [ ] No  c) [] Yes [ ] No  d) [] Yes [ ] No |
| 9) In the event of an affirmative answer to any of the questions in this section C, indicate the situations that have occurred and what measures the economic operator has taken to demonstrate its reliability (*self-cleaning*) | [*Indicate measures taken*] |

**D: Reasons for exclusion provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract takes place**

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| --- | --- |
| **D. Reasons for exclusion provided for by Italian law** | **Response:** |
| Is the economic operator in one of the following situations?   1. are there grounds for revocation, suspension or prohibition laid down by anti-mafia legislation? 2. is subject to infiltration of organized crime? 3. has been subject to the interdiction of the exercise of the activity or to another sanction that involves the prohibition of contracting with the public administration? 4. is entered in the electronic filing cabinet kept by the National Anti-Corruption Authority for having submitted false declarations of false documentation for the issue of the qualification certificate, for the period during which the registration continues? 5. violated the prohibition of fiduciary registration? 6. respects the rules of the right to work of disabled people? 7. if he was the victim of the extortion and extortion crimes committed by organized crime or by those wishing to facilitate the activity of organized crime and does not make use of a case of necessity or self-defense, denounced the facts to the judicial authorities? 8. is it in relation to another participant in the same custody procedure, in a control situation or in any relationship, even in fact, if the control situation or the relationship implies that the offers are attributable to a single decision-making center? 9. has entered into subordinate or self-employment contracts and, in any case, has assigned tasks to former employees of the Client who have ceased their working relationship for less than three years and who in the last three years have exercised authorizing or negotiating powers on behalf of the Customer with respect to the same economic operator *(pantouflage or revolving door)*? | 1) [] Yes [] No  2) [] Yes [] No  3) [] Yes [] No  4) [] Yes [] No  5) [] Yes [ ] No  6) [] Yes [] No  7) [] Yes [] No  8) [] Yes [] No  9) [ ]Yes [ ] No |

**PARTE IV: SELECTION CRITERIA**

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| --- | --- |
|  | **Response** |
| Does the economic operator meet all the selection criteria required in the tender documents? | [ ] Yes [ ] No |

**Parte V: FINAL DECLARATIONS**

The undersigned / undersigned declares / declares formally that the information contained in parts II to IV is true and correct and that the undersigned / undersigned is / are aware / aware of the consequences, including criminal nature, of a serious false declaration, provided for by Italian law and local law.

The undersigned / I undersigned hereby certifies the absence of the grounds for exclusion provided for in Part III and the possession of the requirements set out in Part IV.

The undersigned / undersigned authorizes / authorizes formally the Customer, indicated in part I, to perform the verifications with the competent local authorities on the veracity of the declarations made on the requirements.

The undersigned accepts without reservations or exceptions the provisions and conditions contained in the letter of invitation and in Attachments 1 and 2 to the same letter, which are an integrated part thereof.

LAGOS, Date

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[*name, surname and quality of the signatory/signatories*]

***ATTACH COPY OF THE IDENTITY DOCUMENT OF EACH SIGNATORY.***

***IF REQUIRED BY LOCAL ORDER TO CONFIRM THE DECLARATION OF THE EFFECTIVENESS OF THE JURED DECLARATION, THE DECLARATION MUST CONTAIN THE ATTESTATION WHICH HAS BEEN MAINTAINED INTO THE COMPETENT LOCAL AUTHORITY.***

**INFORMATION ON THE PROTECTION OF PHYSICAL PERSONS**

**WITH REGARD TO THE PROCESSING OF PERSONAL DATA**

**Regulation (EU) 2016/679, art. 13**

The processing of personal data is based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals. To this end, the following information is provided:

1. The data controller is the ICE - Agency for the promotion abroad and the internationalization of Italian companies (hereinafter only ICE-Agency) which, in the specific case, operates through the Office:

**ITA – Italian Trade Agency – Trade promotion Section of the Italian Consulate in Lagos  
12b Walter Carrington Cres. VI, Lagos , Nigeria**

**E-mail: lagos@ice.it**

[**www.ice.it**](http://www.ice.it)

1. The ICE - Agency has a person responsible for the protection of personal data that, in case of questions or complaints, can be contacted at the following addresses: ICE - Agency for the promotion abroad and the internationalization of Italian companies - Via Liszt, 21 - 00144 Rome; e-mail: privacy@ice.it.
2. The personal data requested are necessary for the selection of the economic operator to whom the contracted service will be entrusted.
3. The provision of data is an obligation under Italian law and any refusal to provide the requested data will result in exclusion from the selection procedure or the awarding.
4. The treatment will be carried out manually or electronically by specially appointed personnel.
5. The data will be communicated to the internal and external control bodies of the ICE-Agency. By signing this information, the interested party gives his consent to the communication of the aforementioned data also to the competent local authorities for their verification and to the publication of the essential elements of the contract stipulated on the client's website in accordance with Italian law on the transparency of contracts public.
6. Data shall be kept for a minimum period of 5 years from the moment when the contractual relationship ends due to completion of the execution or for any other reason, including termination due to non-compliance. This deadline is suspended in the event of the initiation of a judicial proceeding.
7. The data subject may request access to their personal data and their correction. In these cases, the interested party must submit a specific request to the addresses indicated in point 1, informing the data protection officer of the ICE-Agency for information at the addresses indicated in point 2.
8. If you believe your rights have been violated, you can file a complaint with the ICE-Agency Data Protection Officer. Alternatively, you can contact the Guarantor for the protection of personal data (Piazza di Monte Citorio 121, 00186 Rome, phone 0039 06 696771 (switchboard), e-mail: [garante@gpdp.it](mailto:garante@gpdp.it) , pec: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it) ) or to the judicial authority.

*Lagos*

Signature of the interested party for acknowledgment and acceptance

…………………………………………………….